



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: COMMUNITY DEVELOPMENT ANALYST I - III

DEFINITION: Under direction, performs increasingly complex and responsible duties in providing professional support and/or coordination of community development programs, activities and services. Program, activity and service areas include economic development, redevelopment, real estate management and development, housing, and neighborhood services.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Performs the journey-level duties of the classification

Grade Level II Performs the complex duties of the classification

Grade Level III Performs the most complex duties of the classification

EXAMPLES OF DUTIES:

- Establishes and maintains communication and cooperation with City departments and a wide variety of groups, organizations and/or businesses to further the coordination and advancement of community development programs, activities and services;
- Develops, implements, and maintains programs and/or projects;
- Analyzes and reports on economic and physical aspects of the community and participates in the development of long-range plans and programs;
- Assists in program/project monitoring, compliance, technical assistance, evaluation, reporting, customer assistance and complaint resolution;
- Performs real estate management and development activities;
- Prepares grant applications and monitors grant-funded activities;
- Negotiates agreements with residents, property owners, businesses, lenders, investors and developers;
- Provides outreach and support of Neighborhood Improvement Strategy (NIS) programs;
- Performs duties related to real estate acquisition, development, and expansion;
- Evaluates and/or supervises relocation benefits and activities;
- Coordinates and develops neighborhood beautification and improvement workshops, training and projects;
- Participates in community development public relations and information activities;
- Conducts special studies;
- Assists in the development of departmental budget;
- May supervise other community development personnel;
- May perform translating services for limited or non-English speaking residents;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Economics, Finance, Real Estate, or a closely related field, and two years of professional experience in at least one of the following areas: economic development, redevelopment, real estate management and development, housing and/or neighborhood services. A Master's Degree in preceding fields may be substituted for up to one (1) year of the required professional experience.

Experience offering specific and substantial preparation in community development program, activity, and service areas of economic development, redevelopment, real estate management and development, housing, or neighborhood services may be substituted for the required education on a year-for-year basis.

Skill and ability to communicate effectively with persons of diverse ethnic, social and economic backgrounds.

A valid motor vehicle operator's license may be required.

Bilingual skills are highly desired for some positions.

Some positions may be required to work overtime, weekends, and evenings.

HISTORY:

Revised: 08/31/76, 01/14/81

Consolidated: Relocation and Property Supervisor-11/01/72; Economic Development Specialist-08/17/03

Approved/Adopted: 08/17/03